

## Job Description

**Post:** Nursery Practitioner

**Responsible To:** Nursery Manager

### Summary of Post:

Take on a key person role delivering high quality care and education. Working in partnership with parents and implementing EYFS welfare requirements to the highest standards.

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### Specific Duties:

1. To provide high quality care and activities for children, which recognise both individual and group requirements in a secure, safe and stimulating environment.
2. To organise activities, both inside and outside the nursery, which promotes learning and development through the areas identified within the Early Years Foundation Stage Framework.
3. To participate in the key person approach and be responsible for a group of children. Monitor, assess, record and report on their development and progress.
4. To follow the Early Years Foundation Stage framework for guidance in practice with the children.
5. To maintain high levels of confidentiality with regards to written and spoken information regarding children, families, staff and the nursery provision.
6. To work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
7. To be aware of child protection issues and follow the nursery's Safeguarding Children policy and procedures.
8. To ensure close monitoring of children where there are concerns.

9. To work in partnership with other early years professionals and outside agencies.
10. To prepare and serve food, drink and snacks to children, encouraging good nutrition and sociable eating.
11. To assist children with personal care, including changing nappies, assisting with potty training and other associated welfare duties.
12. To carry out on-going cleaning of the nursery.
13. To carry out health and safety checks as required to ensure the nursery is tidy, safe, clean and secure for children, staff, parents/carers and visitors.
14. To set up the environment influenced by planning to support the needs of specific key children. Ensure these children's files are kept up to date with planning for their individual needs, the environment, observations, photographic evidence.
15. To be responsible for a specific room, report when resources run low; including nappies, wipes, aprons, gloves, art equipment and perishables etc.
16. To participate in free flow systems. This aids children's development in self- assurance, independence, making choices and self-selecting. Ensure that no child is ever left on their own in the unit. Support the children's play as and when required.
17. To work with colleagues to ensure the room is not at risk of being out of ratio – unless in case of emergency.
18. To be familiar with and implement the policies and procedures of the Nursery, adhering to them at all times.
19. To attend regular staff meetings, parents' evenings and training sessions outside of normal working patterns and contribute to the continuous development plan for the nursery.
20. To display exemplary professional practice at all times.
21. To uphold and carry out the duties of the post with due regard to the Nursery's Equalities and Inclusion policies.
22. To co-operate in the implementation of the health and safety policy and ensure that the nursery's practice and environment meets health and safety standards.

### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

### **Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	<b>EMPLOYEE SPECIFICATION</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting Weighting</b>
<b>Skills</b>				
1.	Evidence of ongoing personal development and a desire to continue with professional development	✓	✓	4
2.	Knowledge of legislation relevant to early years such as EYFS, SEN, Safeguarding and Childcare Act 2006	✓	✓	6
3.	Knowledge of child development and children's needs	✓	✓	6
4.	Knowledge on policies and procedures in relation to equality and inclusive practice	✓	✓	4
5.	An ability to plan for children's individual learning and development through observation and assessment using the EYFS	✓	✓	6
6	Ability to communicate effectively at all levels including professional, practitioner level and to engage with children, parents and families	✓	✓	6
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
8.	The ability to demonstrate effective team working	✓	✓	4
9.	Good record keeping and report writing	✓	✓	6

10.	Good organisation and time management skills	✓	✓	4
11.	Ability, flexibility and willingness to take on other responsibilities as deemed necessary	✓	✓	4
12.	Knowledge of relevant health and safety and ability to act upon this knowledge and ensure environment is safe at all times	✓	✓	6
<b>Experience</b>				
1.	Experience of implementation or knowledge of the EYFS	✓	✓	6
2.	Experience of working in partnership with parents	✓	✓	6
3.	A year's experience of working in a nursery environment	✓	✓	4
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	Relevant and recognised level 3 qualification in Early Years or equivalent	✓		6

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.